

Environmental Health Services Division

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MEMORANDUM

January 18, 2000

TO: All licensed Septic System Designers/P.E.'s

FROM: Mark Allen, Health and Environmental Investigator III

SUBJECT: Resubmission fees on revised site applications

Some applications are being submitted with the \$50.00 resubmission fee which, clearly require a full fee. Industry was notified in the **Wastewater Program Updates**, sent December 3, 1999 regarding the criteria for submitting revised designs. To reinforce what has been previously stated, all applications that are (1) changing the system type, (2) designating a new area for a DF or reserve (requires soil logs), (3) change of designer or (4) revisions that require field review are to have full fee's included at the time of application submission. Some exceptions may apply which, must either be cleared through the District Supervisor/Senior EHS or spelled out in the deficiency report. Applications which have inappropriate fees, without proper documentation will be returned. **This will become effective February 1, 2000.**

If you are unsure of a particular situation please contact the Sanitarian of the Day at 206-477-8050.

As an update please make the following additions with regard to site application resubmissions:

- All resubmissions should include a copy of the deficiency letter of the most recent disapproval.
- All resubmissions should include a cover letter stating what changes have been made in the resubmission and identify any special circumstances regarding the application.
- Any special arrangements made with the District Supervisor or Senior EHS's should be documented in writing from that individual. Verbal agreements without written documentation are not a good method for transferring these arrangements to others.
- If written documentation is not available, identify whom the special arrangements were made with in the cover letter. The application will be routed to that individual for verification. Should these arrangements be unconfirmed the application would be returned.